

**I. Call to Order**

Chairman Alex Vispoli called the Special Meeting of the Board of Selectmen to order at 6:06 P.M. in the Selectmen's conference room in the Town Offices. Present: Chairman Vispoli-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary Lyman-Y, and Dan Kowalski-Y. Also present: Town Manager Reginald S. Stapczynski and Human Resource Director Candace Hall. The meeting was duly posted and cablecast live.

**II. Town Accountant Position**

Chairman Vispoli recognized and thanked Dan Kowalski and Mary Lyman, the Board's Town Accountant Subcommittee, Finance Director Donna Walsh, Human Resources Director Candace Hall and the members of the Search Committee for their work in the screening and selection process of the candidates for the Town Accountant's position. He noted this position is one of two positions that report directly to the Board of Selectmen and tonight the Board will conduct a forty-five minute interview with each of the two finalists with each Selectman posing a question to the applicants.

The first applicant, Charles Nickerson, whose qualifications include a combined fifteen years in accounting (private, public, government), has held the position of Accounting Manager in Brentwood, New Hampshire since 2009, is experienced in fund accounting, Munis, financial statements and stated that the key to change management is training, implementing the change at the right pace, providing positive feedback, testing and continued training. Mr. Nickerson explained his approach to communication especially with the Board, Town Manager and various departments and the importance of providing supporting data to help guide them in contract negotiations as well as providing monthly, quarterly, and annual reports on a consistent basis. Mr. Nickerson has managed staff, implemented several MUNIS modules and resolved system issues. He spoke about the importance of internal audit controls and creating and building efficiencies of financial functions for the Town.

The second applicant, Karen Repucci, has been the Assistant Town Accountant in the Town of Ipswich since 2007. She discussed her professional experience which includes seven years as a Senior Auditor in the State Auditor's Office and as a certified Government Accountant. She is experienced with MUNIS and would handle training/change management issues by providing in-house hands-on training, focus on individual reporting and meeting with staff to report on progress. In the absence of the Finance Director, Ms. Repucci oversees employees in the office and signs the Warrant. In comparison to Ipswich, Andover has a larger budget and volume of work. She said her two strengths are MUNIS and Excel and her weakness is being too friendly!

The Selectmen thanked the candidates for their time and then discussed their next steps in the process.

### **III. Other Business**

Chairman Vispoli said the two public sessions held this week: 1) Drug Abuse and 2) the Economic Development Council's presentation by Northeastern Professor Barry Bluestone on the future development of Andover, were both well attended.

There is a possibility to have Congresswoman Niki Tsongas, Congressman John Tierney and Transportation Director Richard Davey meet with the Board in December for an update on the I-93 inter-change project. Federal funding has not changed but the key is to keep the issue on the table and continue to advocate for the inter-change. An invitation will be extended to both Wilmington and Tewksbury to attend the meeting.

### **IV. Executive Session**

At 7:45 P.M. on a motion by Dan Kowalski and seconded by Paul Salafia, the Board entered into Executive Session to discuss litigation strategy on Andover v. Berberian with Town Counsel and Special Town Counsel and to review and approve Executive Session Minutes returning to Open Session and that the Chairman declare that an Open Session would be detrimental to the Town's litigation strategy. Roll call: Chairman Vispoli-Y and Selectmen Dan Kowalski-Y, Brian Major-Y, Mary Lyman-Y and Paul Salafia-Y.

### **V. Open Session**

At 9:20 P.M., on a motion by Dan Kowalski, seconded by Brian Major, the Board adjourned from Executive Session. Roll Call: Chairman Vispoli-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary Lyman-Y and Dan Kowalski-Y.

Chairman Vispoli reconvened the Board of Selectmen's Open Session to order at 9:21 P.M. in the Selectmen's conference room in the Town Offices. Present: Chairman Vispoli-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary Lyman-Y and D. Kowalski-Y. Also present: Town Manager Reginald S. Stapczynski. The meeting was duly posted and cablecast live.

### **VI. Approve Executive Session Minutes**

Brian Major motioned the Board approve the list of Executive Session Minutes as presented with modifications to the November 21, 2011 Minutes. The motion was seconded by Dan Kowalski and voted 5-0 to approve: Roll call: Chairman Vispoli-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary Lyman-Y and Dan Kowalski-Y.

### **VII. Adjournment**

At 9:25 P.M. on a motion by Paul Salafia and seconded by Dan Kowalski, the Board unanimously voted to adjourn the meeting.

Respectfully submitted,  
Dee DeLorenzo, Recording Secretary

Documents: Resumes of Candidates for Town Accountant Position, Job Posting, and  
Candidate Review Sheet